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| **OVERENSSTEMMELSES-MATRIX, FORORDNING (EU) 2015/340 – KRAV TIL SPROGTESTVIRKSOMHEDER**  **”GODKENDELSE SOM ATS-SPROGTESTVIRKSOMHED”  (APPROVAL AS ATS-LANGUAGE ASSESSMENT BODY)** |
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| For guidance: use the form ”ansøgningsformular godkendelse af sprogtestvirksomhed 2015\_340” (”application for approval as ATS-language assessment body”) |

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| **Required information** | |
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| Name of organisation |  |
| Version number |  |
| Date |  |

This matrix shall be used, when applying for an approval as an ATS-language assessment body. The requirements in this matrix derives from regulation (EU) 2015/340 ATCO.B.040 and also includes the requirements imposed by DTCA in accordance with ATCO.AR.A.010.

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| **ASSESSMENT; DESIGN** | |
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| Requirement | For ATCOs, the language proficiency assessment shall be designed to reflect the tasks undertaken by ATCOs, but with specific focus on language rather than operational procedures and knowledge. For FISOs, the language proficiency assessment shall be designed to reflect the tasks undertaken by ATCOs and/or FISOs, but with specific focus on language rather than operational procedures and knowledge. |
| Legal reference | ATCO.B.040 AMC 1 (a) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSMENT; SCOPE** | |
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| Requirement | The assessment should determine the applicant’s ability to communicate effectively using visual and non-visual communication in both routine and non-routine situations. |
| Legal reference | ATCO.B.040 AMC 1 (b) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSMENT; ELEMENTS** | |
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| Requirement | The assessment should comprise the following three elements:  (1) listening — assessment of comprehension;  (2) speaking — assessment of pronunciation, fluency, structure and vocabulary;  (3) interaction. |
| Legal reference | ATCO.B.040 AMC 2 (a) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSMENT; LISTENING AND SPEAKING PROFICIENCY** | |
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| Requirement | The switch between phraseology and plain language should be assessed for listening and speaking proficiency. |
| Legal reference | ATCO.B.040 AMC 2 (b) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSMENT; USE OF REMOTE TECHNOLOGY** | |
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| Requirement | When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant’s abilities in listening and speaking, and for enabling interactions. |
| Legal reference | ATCO.B.040 AMC 2 (c) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSMENT; DURING TRAINING OR ON OPERATIONAL POSITION** | |
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| Requirement | In case of revalidation of the language proficiency endorsement, the assessment may be  conducted during training activities or on operational position, with prior notification to the ATCO or FISO to be assessed.  For FISO´s, in case of issue or renewal of language proficiency endorsement, parts of the assessment may be conducted during training activities or on operational position, with prior notification to the FISO involved. |
| Legal reference | ATCO.B.040 AMC 2 (d) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **APPEALS PROCEDURE** | |
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| Requirement | The demonstration of language proficiency shall be done through a method of assessment which shall contain procedures for appealing. |
| Legal reference | ATCO.B.040 (a) (3) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSORS; QUALIFICATIONS** | |
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| Requirement | Persons responsible for language proficiency assessment should be suitably trained and qualified.  The language assessment body shall maintain and update a list of all the assessors authorised to perform language assessments for the language assessment body. If requested by DTCA, a copy of the list shall immediately be presented to DTCA. |
| Legal reference | ATCO.B.040 AMC 3 (a)  ATCO.B.040 GM1 (a)  ATCO.B.040 GM1 (b) |
| Guidance | Persons responsible for language proficiency assessment should be either aviation specialists (e.g. current or former air traffic controllers) or language specialists with additional aviation-related training. The preferred approach for an assessment would be to form a team consisting of an operational expert and a language expert.  Language proficiency assessors should be trained in the requirements specific to the language proficiency assessment, and assessment and interlocution techniques. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSORS; REFRESHER TRAINING** | |
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| Requirement | Language proficiency assessors should undergo regular refresher training on language assessment skills. |
| Legal reference | ATCO.B.040 AMC 3 (b) |
| Guidance | The regularity and content of the refresher training could be adapted to factors like:   * number of performed assessments within a defined period of time; * overall competencies of the assessor (e.g. if the assessor is also required to hold an ASSESSOR licence endorsement or similar). |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **ASSESSORS; OBJECTIVITY** | |
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| Requirement | Language proficiency assessors should not conduct language proficiency assessments whenever their objectivity may be affected. |
| Legal reference | ATCO.B.040 AMC 3 (c) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; ORGANISATION** | |
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| Requirement | A language assessment body should provide clear information about its organisation and its relationships with other organisations. |
| Legal reference | ATCO.B.040 AMC 4 (a) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; SEPERATION FROM ATCO ORGANISATION** | |
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| Requirement | If a language assessment body is also an air traffic controller training organisation, there shall be a clear and documented separation between the two activities. |
| Legal reference | ATCO.B.040 AMC 4 (b) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; PERSONNEL** | |
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| Requirement | The language assessment body shall employ a sufficient number of qualified interlocutors and language proficiency assessors to administer the required tests. |
| Legal reference | ATCO.B.040 AMC 4 (c) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; ASSESSMENT OBJECTIVES AND VALIDITY** | |
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| Requirement | The language assessment body documentation shall include:   * assessment objectives; * assessment layout, timescale, technologies used, assessment samples, voice samples; * assessment criteria and standards (at least for the operational, extended and expert levels of the rating scale in Appendix 1 to Annex I to Regulation (EU) 2015/340); * documentation demonstrating the assessment validity, relevance and reliability for the operational and extended levels; * documentation demonstrating the assessment validity, relevance and reliability for the expert level. |
| Legal reference | ATCO.B.040 AMC 4 (d) (1-5) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; STANDARDISATION** | |
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| Requirement | For a language assessment body which assesses ATCOs, the documentation shall include procedures to ensure that language assessments are standardised within the language  assessment body and in the ATC community.  For a language assessment body which assesses FISO´s, the documentation shall include procedures to ensure that language assessments are standardised within the language  assessment body and in the ATCO- and/or FISO-community. |
| Legal reference | ATCO.B.040 AMC 4 (d) (6) |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; PROCEDURES AND RESPONSIBILITIES** | |
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| Requirement | The language assessment body documentation shall include assessment procedures and responsibilities, such as:   * preparation of individual assessment; * administration: location(s), identity check and invigilation, assessment discipline, confidentiality/security; * reporting and documentation provided to DTCA and/or to the applicant, including sample certificate; and * retention of documents and records.   A special form provided by DTCA shall be used, when applying for the issue, revalidation or renewal of language proficiency endorsement(s). No other form of documentation will be accepted. |
| Legal reference | ATCO.B.040 AMC 4 (d) (6-7)  ATCO.AR.A.010 |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

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| **LANGUAGE ASSESSMENT BODY; RECORDKEEPING** | |
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| Requirement | The assessment documentation and records should be kept for a period of minimum:   * four years from the date of level 4 assessments , * six years from the date of level 5 assessments, and * nine years from the date of level 6 assessments.   The periods are applicable for both ATCO and FISO language assessments. |
| Legal reference | ATCO.B.040 AMC 4 (d) (8)  ATCO.AR.A.010 |
| Guidance |  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

*Note: Further information and guidance about language assessment, can be found in the “Manual on the Implementation of ICAO Language Proficiency Requirements” (ICAO Doc 9835) and the Language Testing Criteria for Global Harmonization (ICAO Circular 318 AN/180).*